



GREENFORD HIGH SCHOOL

Key Stage 3 History

Inner London Pay Scale plus Teaching and Learning Responsibility Point TLR 2A

Job Description

Purpose of the post:	<p>To assist the Head of Department in leading, developing and improving teaching and learning throughout the curriculum area, raising achievement for all students. Specifically, leading KS3 History, aiming for the highest achievable standards.</p> <p>To develop the content of the curriculum at KS3, including a programme to teach and embed subject specific vocabulary, literacy and analytical skills to enable the students to progress confidently at KS4.</p> <p>To lead the development of schemes of work and planning at KS3 in order to improve teaching and learning.</p> <p>To help monitor the delivery of the KS3 curriculum including literacy intervention classes in the subject area, through observations and learning walks, to ensure that teachers and students are working towards the highest standards of achievement.</p> <p>To track the progress of students and to make the department aware of this progress, organising, and running interventions where necessary.</p> <p>To develop accurate assessment at KS3 through moderation, sampling and standardization.</p> <p>To ensure that suitable homework is set recorded and completed as appropriate.</p> <p>To promote and run extra-curricular activities at KS3, from clubs to trips, so that students develop a love of the subject.</p> <p>To work in accordance with the school's aims, departmental and school policies which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.</p>
Accountable to:	The Head of English
Responsible for:	Teachers of English at KS3



Specific Duties:

General Duties:

1. To lead and co-ordinate KS3 courses as offered by the Department
2. To provide internal assessments and mark schemes at KS3
3. With the Head of Department, to help monitor lessons, Teaching and Learning, coursework and homework in this area.
4. To promote good behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
5. To research future developments at KS3
6. To liaise with people with responsibility for adjoining courses
7. To work with HoD to maintain records and set assessment criteria at KS3
8. To work with HoD to decide setting for students at KS3
9. To work with the HoD to set targets and predict grades at KS3, and to analyse subsequent data
10. To act as Line Manager to teachers in the Department at KS3 and develop all colleagues in their practice, through coaching, mentoring and lesson observations particularly STs, GTPs and NQTs

General:

To participate in appropriate meetings with colleagues and parents to facilitate the above.

To undertake a share of general supervisory duties in accordance with the school's organisation of duty rosters.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teacher's Pay and Conditions document.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy and have regard to clause 36(i)(f) of the current Teacher's Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.



Person Specification - Requirements

Qualifications

- DfE recognised Qualified Teacher Status
- Degree or equivalent qualification

Professional Knowledge and Experience

- Knowledge and understanding of the school's safeguarding and child protection policies and procedures.
- Understanding and/or experience of current developments in education
- Understanding of current approaches to assessment, recording and reporting procedures at various levels
- Knowledge of the implications for teaching in a multicultural environment
- Knowledge and understanding of issues related to equal opportunities and their implications for classroom practices in teaching
- Knowledge and awareness of the extended schools programme
- Knowledge of the impact of ICT and Virtual Learning Environments in the field of education

Professional Skills - to be demonstrated to the interviewing panel's satisfaction

- Ability to liaise with other teaching staff and work in co-operation with colleagues
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress
- Ability to assess, monitor and report on students' progress
- Ability to communicate effectively orally and in writing
- Ability to effectively manage, organise and control students' working
- Ability to successfully encourage students to the highest standards of individual achievement
- Ability to adopt flexible teaching and learning strategies

Educational Commitment

- Commitment to the welfare of all students and to the school's child protection and safeguarding policies and procedures.
- Commitment to the development of schemes of work which will promote positive images and equality of opportunity for all students, irrespective of gender, sexuality, disability or ethnicity; a commitment to the use of a variety of learning styles which will promote the achievement of each individual pupil.
- Commitment to the school Mission Statement and our Code of Conduct.
- Commitment to improving teaching and learning in the subject by personal research and development
- Commitment to addressing whole-school issues and cross-curricular themes in the subject, including literacy, numeracy, Student Voice, Assessment for Learning, Personalising Learning, work-related learning and enterprise education
- Commitment to the achievement of quality in education by through Continuous Professional Development
- Commitment to the development of links between the school, home and the community



- Commitment to providing a supportive environment for the pupils particularly for those with special educational needs
- Commitment to developing and using the VLE/ICT for the benefit of students' learning